



**Montana Office of Public Instruction
Supplemental Educational Services
Appeal of District Complaint Procedure**



Instructions for Filing an Appeal:

Complete the complaint procedure in the district in which the alleged non-compliance occurred. If the complainant is not satisfied with the response to the complaint, or if the district does not respond within 45 days of filing the complaint, the complainant may appeal the complaint to the Montana Office of Public Instruction (OPI). Complete the *Appeal of District Complaint Procedure* Form. Attach a copy of the complaint filed with the district or evidence that it has been 45 days since the district received a complaint. Mail the appeal form to:

Montana Office of Public Instruction
Attn: Shawna Pieske
PO Box 202501
Helena, MT 59620-2501

An original signature is required so a fax or email will not be sufficient for the appeal to be reviewed.

Upon receipt of the appeal, the OPI will determine whether the district complaint procedures have been completed, or the district has not responded to the complainant within the required 45 days. If district procedures have not been completed, the appeal will not be accepted. If it's determined that facts of the complaint, if true, would be out of compliance with NCLB Title I Part A section 1116, the appeal will be accepted. If it is determined that the complaint, even if true, is compliant with NCLB, the appeal will not be accepted. The OPI will request a report from the district and provide a written report within 60 days of receiving the district report, describing the decision regarding the alleged non-compliance and the reasons for the decision.

Montana Office of Public Instruction

April 2012

Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

Supplemental Educational Services Appeal of District Complaint Form

If the complaint alleges non-compliance with NCLB Title I Part A section 1116 (Supplemental Educational Services), the complainant may direct an appeal to the Montana Office of Public Instruction (OPI) Supplemental Educational Services coordinator, after exhausting local procedures or after 45 days from filing a written complaint with the school district, whichever occurs first.

Name of person filing appeal: _____

Address of person filing the appeal: _____
Street City State ZIP Code

School district: _____

School district address: _____
Street City State ZIP Code

Supplemental Educational Service Provider: _____

Address: _____
Street City State ZIP Code

Person, district and/or Supplemental Educational Service Provider alleged to be out of compliance with NCLB Title I Part A section 1116:

Name: _____
Person/District/SES

Identify the section of NCLB Title I Part A section 1116 that the person/district or SES provider is allegedly non-compliant:

Give a brief statement indicating how the district, or the provider, is alleged to be noncompliant.

Signature of person filing appeal Date

April 2012